



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

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| Board | Personnel Board |
| Meeting Date | Tuesday February 2, 2021 |
| Time | 8:00 AM |
| Place | Virtual Meeting via Zoom |

Join Zoom Meeting

<https://us02web.zoom.us/j/86227330954?pwd=Zm53czFyZnhGQWhpWXd3VnhwZDRFQT09>

Meeting ID: 862 2733 0954

Passcode: 505212

One tap mobile

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+1307158592,,85790131306# (Washington DC)

Dial by your location

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+1 253 215 8782 US (Tacoma)

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SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote the minutes of the prior meeting of January 19, 2021
3. Review new and revised Job Descriptions with possible votes to approve:
 - a. Assistant Treasurer/Collector (new job description)
 - b. Conservation Agent (new job description)
 - c. DPW Foreman
 - d. Town Accountant
 - e. Building Inspector
4. Rating: Assistant Treasurer/Collector for the Class & Comp Schedule. Report from Sheila and Anne. Vote the rating.
5. Further discussion (if needed) re: Classification and Compensation Schedule FY22
6. Town Administrator update/report
7. Date for next meeting: Tuesday February 16, 2021 at 8 AM
- 8. Changes to the Personnel Plan. Deferred to next meeting February 16, 2021**
9. Any other business?
10. Adjourn